

## Changes for CDBG & HOME Program Manual: 3<sup>rd</sup> Edition

\*Note: changes related to the 2013 HOME Final Rule are denoted in red font.

Title of manual changed from *Strategic Investment Process Compliance Manual* to *CDBG & HOME Program Manual*. All references to the old Strategic Investment Process have been removed.

### Chapter 1: Policy Requirements

- 1(A) & 1(B)- REMOVED. These sections explained the Strategic Investment Process which no longer exists. SIP was replaced by the new CDBG and HOME application policies in 2013.
- 1(H)(3)- added new lease prohibition regarding supportive services per 2013 HOME Final Rule (see last bullet point in list of prohibited lease language)
- 1(H)(7)- added language regarding the new student status eligibility rules for HOME rental housing per the 2013 HOME Final Rule
- 1(I)- added new section about HOME homebuyer requirements per the 2013 HOME Final rule
- 1(J)- edited manufactured housing policy to match the 2013 HOME Final rule language
- 1(K)- updated the definitions of eligible forms of homeownership for owner-occupied rehabilitation assistance per the 2013 HOME Final Rule.
- 1(N)- added new section on Critical Deadlines for HOME Awards per the 2013 HOME Final Rule

### Chapter 2: Lead Based Paint

- Added the following items to the Exhibits Folder:
  - Exhibit E- Lead Paint Safety Field Guide
  - Exhibit F- Protect Your Family from Lead in Your Home brochure
  - Exhibit G- Renovate Right brochure
  - Exhibit H- Runs Better Unleaded poster

### Chapter 4: Uniform Relocation Act

- Added the following items to the Exhibits Folder:
  - Exhibit W- Sample Relocation Plan for Permanent Displacement
  - Exhibit X- Sample Relocation Plan for Temporary Displacement
  - Exhibit Y- Residential Relocation Management Report

### Chapter 5: Fair Housing and Civil Rights

- 5(K) – New section discussing Religious and Faith-Based Organizations. This is not a new rule and was already included in award agreements, but had never been included in this manual. However, the new 2013 HOME Rule did update the language and include provisions about alternative providers.
- 5(L)- New section regarding the Violence Against Women Reauthorization Act of 2013 (VAWA)

## Chapter 6: Conflict of Interest

- Added language about conflict of interest regarding occupancy in program assisted rental units per 2013 HOME Final Rule

## Chapter 7: Section 3

- Added the following items to the Exhibits Folder:
  - Exhibit C- Sample Section 3 Business Certification
  - Exhibit D- Sample Section 3 Resident Certification
  - Exhibit E- Section 3 Brochure

## Chapter 8: Income Verification

- 8(A)- Added requirement that recipient must provide a disc containing electronic copies of all beneficiary income certification and verification documents to IHCD at time of final closeout monitoring
- 8(B) & 8(E)- Per the 2013 HOME Final Rule, verification of employment using paystubs now only requires two months of consecutive paystubs, not three as previously required.
- 8(C)- Per changes to HUD Handbook 4350.3 made in 2013, edited the section on “determining household size.” Foster children and adults are now included in household size.
- 8(H)- Removed pages of example income and asset calculations. These examples were all taken straight from the HUD guidebook entitled *Technical Guide for Determining Income and Allowances for the HOME Program*. This resource is available in the Chapter 8 exhibits folder. Please refer to this guide if you need to review the example calculations.
- Changed any references to “family income” or “family size” to “household income” or “household size” to make it clear that unrelated individuals living in the household are still included for purposes of income determinations.
- Language regarding asset income and verification procedures was edited. This is not a policy changed, rather language was changed for consistency to match wording from other compliance manuals.
- Exhibits Folder- replaced Exhibit A with updated HUD Handbook 4350.3 Chapter 5 (Change 4 released August 2013)

## Chapter 9: Labor Standards

- Replaced old version of Exhibit M (DOL Form WH-347 Certified Pay Roll) with fillable PDF version

## Chapter 10: Procurement

- 10(P)(9)- Added more detailed information on required Federal Contract Provisions
- Exhibit D- REMOVED- information from this exhibit was added into the text of the manual under part 10(P)(9) as listed above

## Chapter 11: Environmental Review

- Exhibits Folder- Updated the ERR Process Manual and “OOR Priority List”

## Chapter 12: Funds Management

- Updated language in the CDBG, CDBG-D, and HOME Funds Management Text Documents- all changes are currently reflected in red font

## Chapter 14: Construction & Inspections

- Exhibits Folder- Updated “OOR Priority List”

## Chapter 15: Lien and Restrictive Covenants & Affordability Periods

- 15A- Added affordability period charts for CDBG and CDBG-D public facilities

## Chapter 16: Program Monitoring and Record Retention

- 16C, 16H(7), & 16I(6)- Added requirement that recipient must provide a disc containing electronic copies of all beneficiary income certification and verification documents to IHCD at time of final closeout monitoring
- 16C- Updated language to clarify initial and interim monitorings
- 16G- Added new section on “Ongoing Homebuyer Activity Compliance Monitoring”
- Exhibits Folder- Added Homebuyer Certification of Compliance Forms

## Chapter 17: Suspension Policy

- New Chapter